Cover Letter Template

A four-paragraph cover letter template that connects your experience to the job’s requirements, with prompts for each paragraph.

Cover letter

[Your name]
[Phone] · [Email] · [City]

[Date]

Dear [Hiring manager’s name / Hiring Manager],

I am applying for the [Job title] role at [Company], advertised on [where you saw it]. [One sentence on why you are a strong fit.]

In my [current/previous] role as [Job title] at [Employer], I [achievement relevant to requirement 1]. I have also [achievement relevant to requirement 2]. [Optional third example or skill.]

I am particularly interested in [Company] because [specific reason: product, mission, project or values].

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to your team.

Kind regards,
[Your name]

Checklist

- [ ] Company name and role are correct
- [ ] Two or three specific achievements included
- [ ] Under one page
- [ ] Saved as PDF with a clear file name

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